

Comptroller

Agency Number: **33**
Budget Function: **Administration**

The mission of the City Comptroller's Office is to enhance the financial health of the City and provide stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policymakers.

<u>Major Service</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 Projected</u>	<u>2002 Request</u>	<u>2002 Executive</u>	<u>2002 Adopted</u>
Accounting Services	\$ 1,095,832	\$ 962,592	\$ 962,592	\$ 959,033	\$ 959,033	\$ 1,000,372
Financial Management	683,718	933,175	933,175	932,344	932,344	960,313
Clerical Support to City Agencies	<u>300,555</u>	<u>380,156</u>	<u>380,156</u>	<u>384,474</u>	<u>384,474</u>	<u>396,154</u>
Agency Total	\$ 2,080,104	\$ 2,275,923	\$ 2,275,923	\$ 2,275,851	\$ 2,275,851	\$ 2,356,840

Adopted Budget Highlights

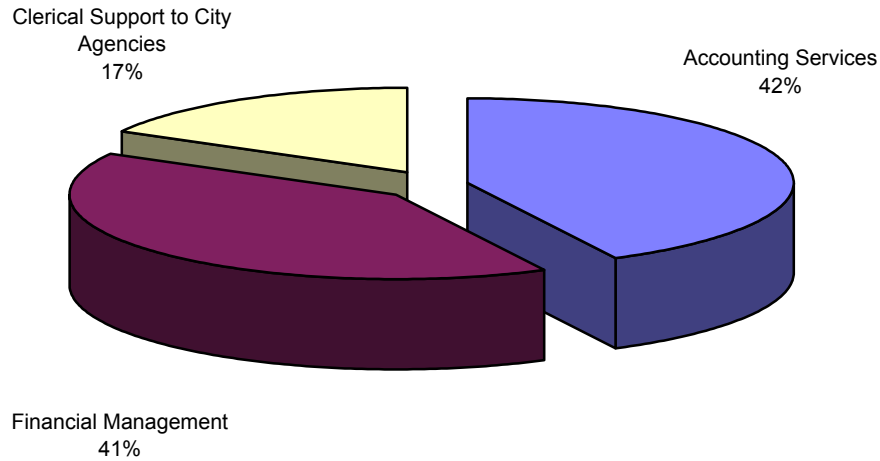
The Budget includes:

1. Salary savings budgeted at 3.5%, in order to maintain the current level of service. The Comptroller's Office currently has 3.5 vacant full time positions, which will remain vacant as necessary to attain salary savings.
2. The Comptroller's Office, in conjunction with the Fire Department, shall perform a study of the ambulance billing program, to be completed by February 2002. The study should identify options related to billing for extraordinary medical supplies or procedures used in conjunction with ambulance conveyances, with a target implementation date of June 1, 2002.
3. The Comptroller's Office shall provide quarterly reports to the Board of Estimates of all types of Fines and Forfeitures revenue. This includes Moving Violations, Uniform Citations (ordinance violations), and Parking Violations. The report on Moving Violations shall also be provided to the Pedestrian/Bicycle/Motor Vehicle Commission, and the report on Parking Violations shall also be provided to the Transit and Parking Commission.

The agency submitted no supplemental budget requests.

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AGENCY RESOURCE ALLOCATION



Budget Service Descriptions:

Accounting Services

The primary functions included in this service are the ongoing accounting operations of the City including, but not limited to, accounts payable and receivable, revenue accounting, cash accounting, bank reconciliations and related internal control systems. The City's enterprise accounting staff analyze and interpret accounting data and perform internal accounting functions for the City's Housing Operations Unit, as well as provide financial/management assistance to the City's various enterprises and utilities. In addition, the Payroll Section maintains a centralized payroll system for all City agencies.

Service Summary

	2000 Actual	2001 Budget	2002 Adopted
Total Expenditures	\$ 1,373,748	\$ 1,341,822	\$ 1,394,972
Less Inter-Agency Billings	277,916	379,230	394,600
Net Total	\$ 1,095,832	\$ 962,592	\$ 1,000,372

Financial Management

This service includes: Risk Management, which acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC), as well as investigates and determines the appropriateness of claims against the City; Budget and Management Services, which is responsible for the preparation of the City's annual capital and operating budgets; Internal Audit, which performs financial and operational audits both of the City and subsidized non-City agencies and works in conjunction with budget personnel to perform various budget-mandated studies; and Purchasing, which establishes and performs centralized purchasing functions and maintains a comprehensive City inventory.

Service Summary			
	2000 Actual	2001 Budget	2002 Adopted
Total Expenditures	\$ 692,423	\$ 933,175	\$ 960,313
Less Inter-Agency Billings	8,705	0	0
Net Total	<u>\$ 683,718</u>	<u>\$ 933,175</u>	<u>\$ 960,313</u>

Clerical Support to City Agencies

This service provides clerical and office services to City agencies. In addition to Clerical Pool staff, a centralized Document Services Unit provides word processing and telephone dictation services. This Unit processes newsletters and brochures, complex financial schedules, multiple letters, routine documents, and can provide Braille output of a variety of documents upon request.

Service Summary			
	2000 Actual	2001 Budget	2002 Adopted
Total Expenditures	\$ 300,555	\$ 380,156	\$ 396,154
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 300,555</u>	<u>\$ 380,156</u>	<u>\$ 396,154</u>

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Summary by Major Object of Expenditure**

	2000 Actual	2001 Budget	2001 Projected	2002 Request	2002 Executive	2002 Adopted
Permanent Salaries	\$ 1,619,627	\$ 1,844,438	\$ 1,844,438	\$ 1,859,816	\$ 1,859,816	\$ 1,915,608
Hourly Employee Pay	21,258	15,103	15,103	11,702	11,702	12,053
Overtime Pay	681	1,553	1,553	750	750	773
Fringe Benefits	565,127	618,010	618,010	622,624	622,624	645,193
Purchased Services	95,552	107,579	107,579	111,279	111,279	117,717
Supplies	45,156	49,400	49,400	48,400	48,400	48,400
Inter-Departmental Charges	15,300	15,300	15,300	15,880	15,880	11,696
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	4,026	3,770	3,770	0	0	0
Total Expenditures	\$ 2,366,725	\$ 2,655,153	\$ 2,655,153	\$ 2,670,451	\$ 2,670,451	\$ 2,751,440
Inter-Agency Billings	286,621	379,230	379,230	394,600	394,600	394,600
Net Budget	\$ 2,080,104	\$ 2,275,923	\$ 2,275,923	\$ 2,275,851	\$ 2,275,851	\$ 2,356,840